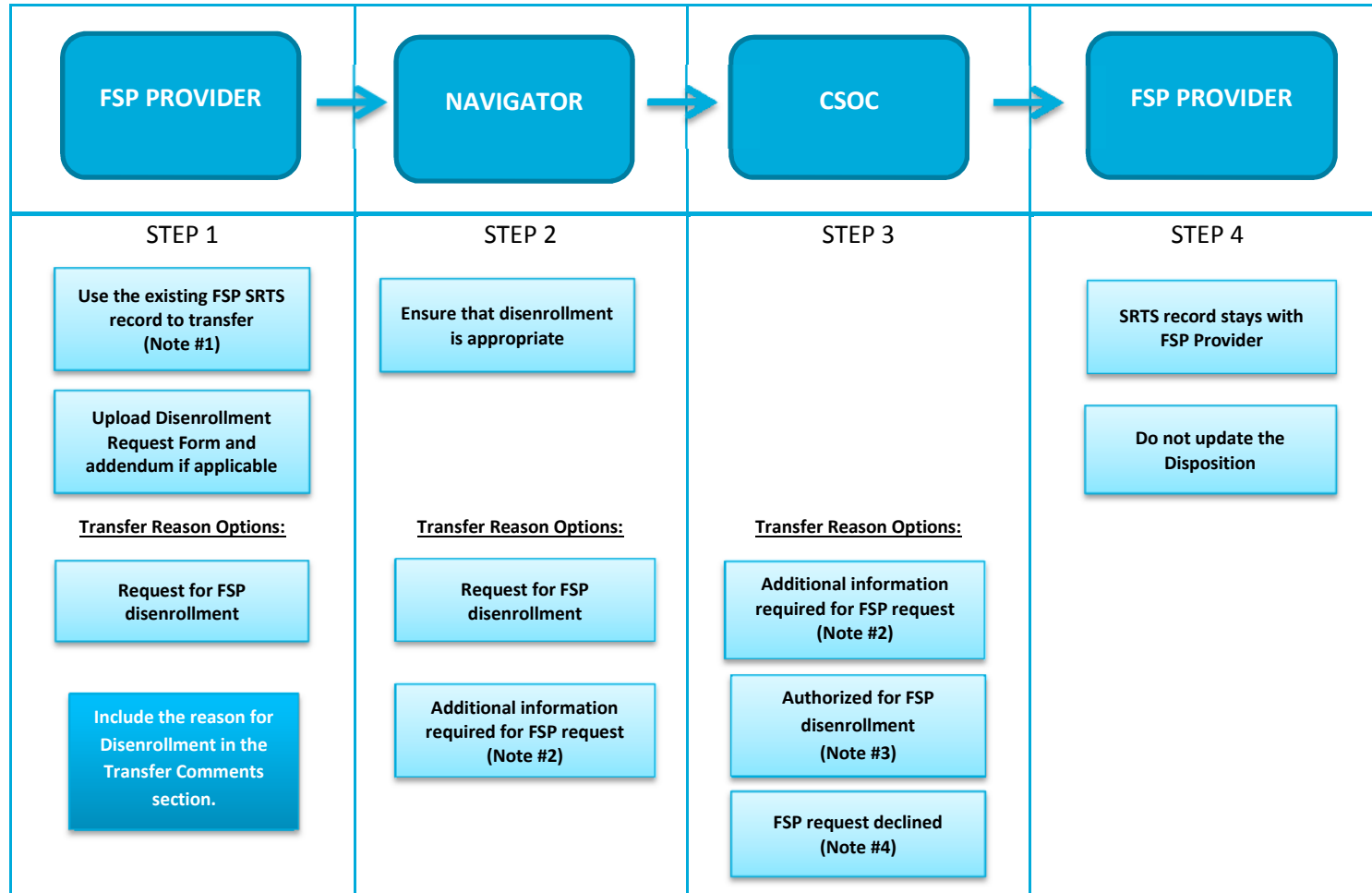


**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE REQUEST TRACKING SYSTEM (SRTS)**

CHILDREN’S SYSTEMS OF CARE (CSOC) FULL SERVICE PARTNERSHIP (FSP) SRTS WORKFLOW

DISENROLLMENT



Note #1: Only enter Disenrollment records in the SRTS if the client was authorized in the SRTS. If authorized on paper, continue Disenrollment on paper.

Note #2: If the Navigator or CSOC needs additional information to determine approval for the request, they will transfer the record back to the FSP Provider or Navigator with the transfer reason of “Additional information required for FSP request.”

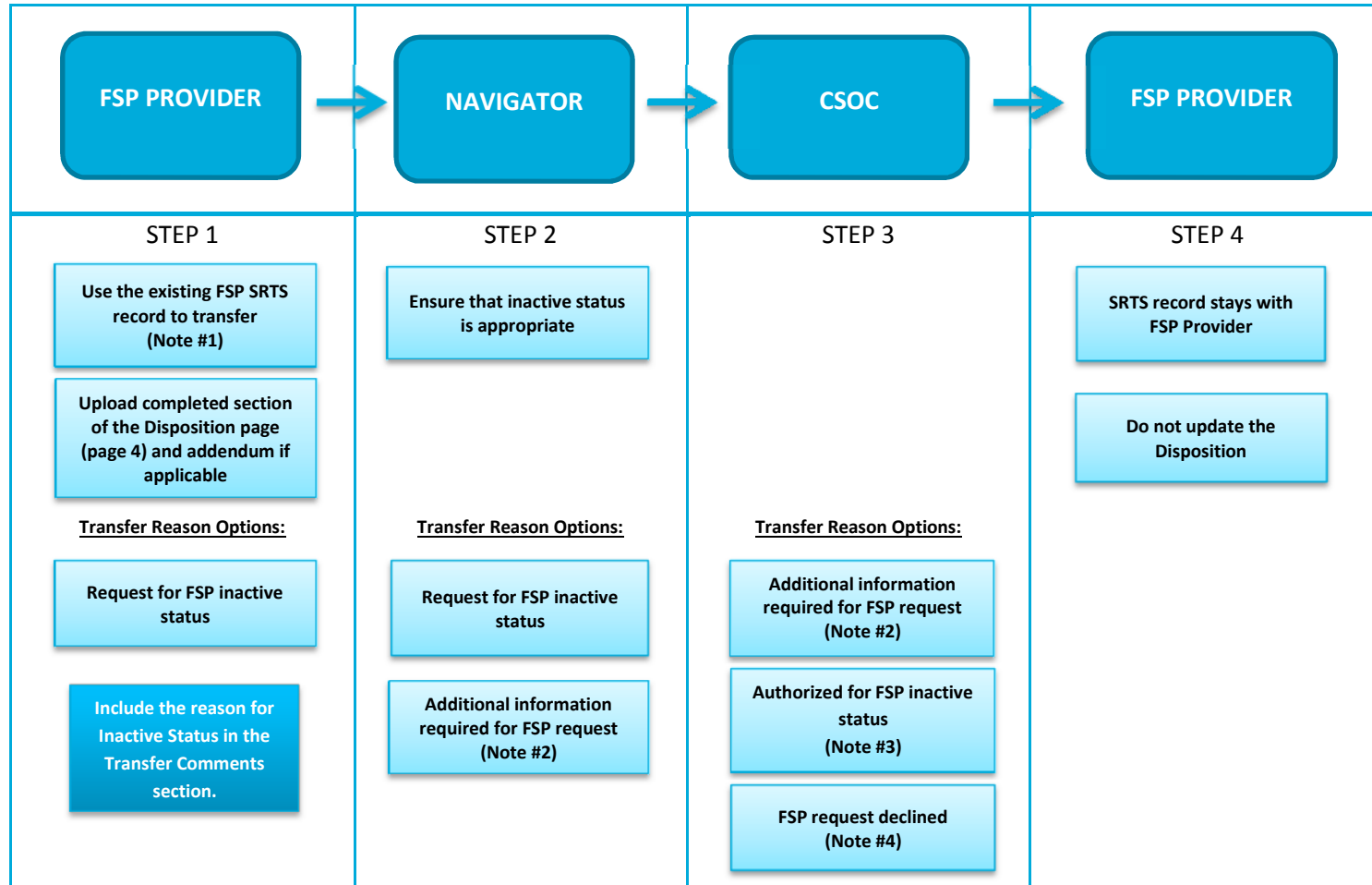
Note #3: CSOC will forward SRTS confirmation email to Navigator for their records as confirmation that referral has been disenrolled.

Note #4: If a request for disenrollment is declined, CSOC will transfer the record back to the Navigator with the transfer reason “FSP request declined.” The Navigator will discuss linkage with FSP provider.

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE REQUEST TRACKING SYSTEM (SRTS)**

CHILDREN’S SYSTEM OF CARE (CSOC) FULL SERVICE PARTNERSHIP (FSP) SRTS WORKFLOW

INACTIVE STATUS



Note #1: Only enter Inactive records in the SRTS if the client was authorized in the SRTS. If authorized on paper, continue Inactive Status on paper.

Note #2: If the Navigator or CSOC needs additional information to determine approval for the request, they will transfer the record back to the FSP Provider or Navigator with the transfer reason of “Additional information required for FSP request.”

Note #3: CSOC will forward SRTS confirmation email to Navigator for their records as confirmation that referral has been inactivated.

Note #4: If a request for inactive status is declined, CSOC will transfer the record back to the Navigator with the transfer reason “FSP request declined.” The Navigator will discuss linkage with FSP provider.